



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 8**

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MEMORANDUM

SUBJECT: Batch Upload Process

FROM: Max Greenblum, Attorney
Legal Enforcement Program

TO: File

In order to expedite the process of uploading documents into the site file for the Libby Asbestos Superfund Site, the Records Center has developed a batch upload process. The process is meant to maximize the efficiency of maintaining an up-to-date site file.

The batch upload process includes the following steps, which begin after documents are flagged for the Records Center as those to be added to the Superfund Enterprise Management System (SEMS) site file:

1. Documents are checked against the current site file for duplicates (dup-checked).
2. All non-duplicate documents are copied (creating a working file, or an identical, second version of the original document meant for the site file) into a dedicated folder located on the I: drive (a restricted access folder).
3. An Excel spreadsheet is created by the Records Center (from a template use for all batch uploads), listing all documents in the I: drive folder to be uploaded, and including a column to which an attorney adds an access control (i.e., uncontrolled, privacy, confidential business information (CBI), legal-privilege, etc.). The spreadsheet is also saved in the I: drive folder, accompanying all of the documents to be added to the site file.
4. An attorney reviews the documents and adds an access control to the spreadsheet.
5. The Records Center uploads the documents to SEMS, including the access control assigned by an attorney.
6. After uploading, with identical copies of the document existing in both SEMS and the document's original location, the working files on the I: drive are deleted, in order to preserve EPA's I: drive storage space.